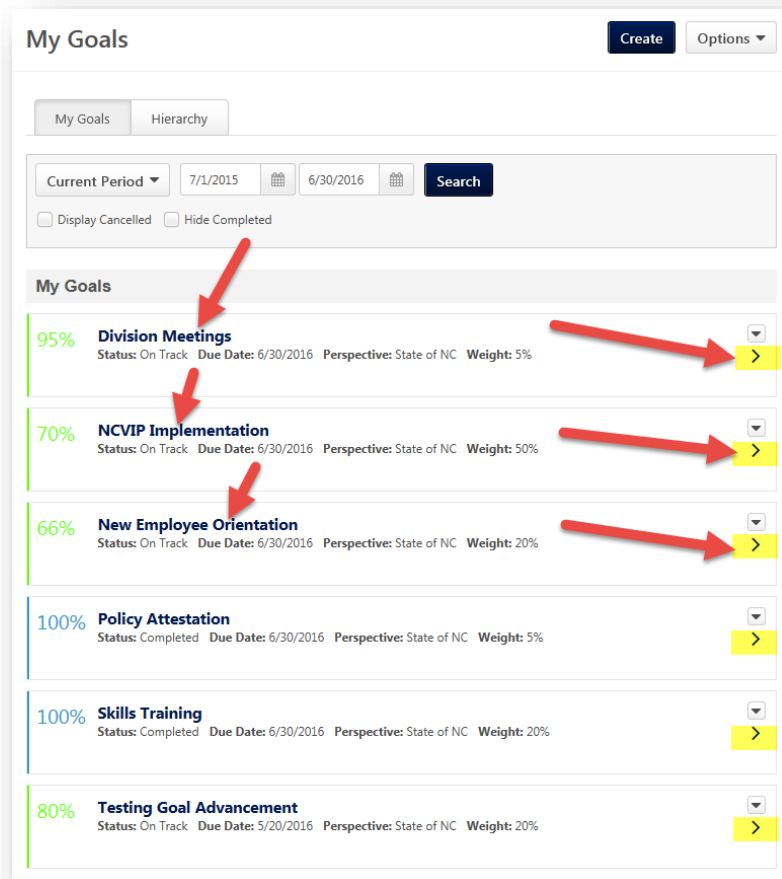## Job Aid – Updating Your Goals – AFTER JULY 1, 2016

1. Log into NCVIP. Hover over Performance, click on Goals.

2. Click on the goal you want to update OR on the right-facing arrow under the drop-down box beside the goal you want to update. Either will expand that goal, enabling you to update.

3. Review your goal information. You may manually update the percentage of your goal progress by entering the percentage to the right of each task. You can add attachments by clicking the "Choose File" link under the Attachments hea

4. You can add comments by clicking in the space marked "Add Comment," and either type or copy and paste your comment. Click "Add" then click "Close. Repeat these steps for all of your goals.